

# ACCOUNTING SPECIALIST

**NOTE:** The eligible list created from this examination may be used to fill similar positions, such as **Accounting Specialist-Financial Reporting**, the purpose of which is to perform and insure the integrity of GAAP basis financial reporting.

**THE PURPOSE:** Plan, prepare, and reconcile payments to District-contracted school programs, partners, charters, and contracted K-8s. Ensure the integrity of financial records. Assist in the development of the District's budget. Identify and inform the Budget Specialist of all pertinent operational and financial matters.

## ESSENTIAL FUNCTIONS:

- Plan, prepare, and reconcile payments, and perform contract administration for the District's various contracted educational programs, including complying with contract language, preparing disbursements, and analyzing expenditures.
- Ensure the integrity of financial records for contracted programs. Review financial procedures and provide training to schools on record-keeping as necessary.
- Stay abreast of accounting pronouncements, practices, and trends. Read and interpret federal guidelines. Identify technical accounting issues, research accounting reference materials, identify alternative accounting treatments, and recommend specific GAAP (Generally Accepted Accounting Principles) to be applied with full documentation for management review and audit purposes.
- Assume ownership of financial controls in assigned area and monitor controls for effectiveness and improvement; alert management as appropriate, evaluate areas for new financial controls that may be necessary, and fully document all controls.
- Review unusual transactions for appropriateness and make proper notations. Evaluate transactions for patterns or changes in operating conditions and follow up with necessary changes to internal controls and procedures.
- Assist Budget Specialist in reviewing and analyzing budgets and expenditures for assigned schools, programs, and departments. Monitor expenditures against the current annual budget. Prepare revenue estimates and expenditures projections.
- Assist in development of the District budget. Develop and conduct budget-related studies. Develop and interpret procedures for the Board, administration, school staff, and community organizations to submit program and budget requests as part of the strategic planning process.
- Respond to inquiries by researchers, regulators, the public, and other staff.
- Produce well-organized, comprehensive documentation.
- Oversee Budget Control Assistants and clerical staff on specific assignments, as well as assist with staff development.
- Perform other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Accounting or Finance from an accredited college or university.
2. Two years of progressively responsible professional experience in a position involving government budgeting or program evaluation.
3. CPA certification.
4. Residency in the City of Milwaukee within one year of appointment.

## DESIRABLE QUALIFICATIONS:

- A Master's Degree in Accounting, Finance, or a related field.
- Previous public sector experience.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of public policy principles and practices.
- Effective research skills, including the ability to analyze complex issues and formulate recommendations.
- Honesty and integrity, as well as the expectation that confidentiality will be maintained regarding all personnel, programmatic, and financial matters.
- Excellent oral communication skills, including the ability to explain financial concepts and procedures to non-accountants.
- Ability to write clear and concise business letters, memos, reports, and other documents.
- Ability to work independently.

- Ability to effectively manage multiple priorities and work within tight time constraints.
- Ability to work easily with all staff levels and to establish relationships with a diverse group of individuals.
- Ability to effectively supervise and provide guidance to staff, including assigning and reviewing work; setting priorities, expectations, and deadlines; providing training; addressing employee problems; giving feedback; and monitoring performance.
- Advanced proficiency with spreadsheets and databases, knowledge of computerized financial systems, and the ability to create interfaces, perform downloads, and build tables.

**CURRENT SALARY RANGE IS:** \$53,740 - \$77,958 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuing examination. Applications will be accepted and examinations held during **2008** as often as required to meet the needs of Milwaukee Public Schools. Candidates may take an examination for this position only once every six months. Qualified applicants will be notified by mail of the date, time and place of the test. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.